



EFFECTIVE JULY 1, 2010



# NAYLOR CAREER CENTER

YOUR WORKFORCE CONNECTION

2626 NAYLOR ROAD, SE  
WASHINGTON, DC 20020  
202-645-3413  
www.dcnetworks.org

CUSTOMERS ATTENDING A WORKSHOP MUST HAVE A REFERRAL AND SIGN-IN. SIGN-IN SHEETS ARE LOCATED AT THE RECEPTION DESK ONE (1) HOUR BEFORE DESIGNATED START TIME ON THE DAY OF THE WORKSHOP.

MONDAY	TUESDAY			WEDNESDAY	THURSDAY		FRIDAY
General Orientation 8:30 am-9:30 am					Walk-In Hours EMPLOYMENT SERVICES ONLY 9 am-11:30 am		
	Re-Employment Assessment Program 9 am-12 noon			Resume Tools Workshop 9am-10am	Re-Employment Assessment Program 9 am-12 noon		
	CASAS Assessment 9 am-10:15 am	GED Prep 9 am-11am		Customer Services Skills Workshop 10am-11am	CASAS Assessment 9 am-10:15 am	GED Prep 9 am-11am	Financial Literacy Workshop 10am-11:30am 2 <sup>nd</sup> and 4 <sup>th</sup> of every month
	Networking Tips Workshop 11am-12noon			How to Enroll into Training Workshop 10:30am-12:30pm	Resume Editing 10 am-12 noon Appointment Only Sign-in at Reception Desk one hour prior to start		
DCNETWORKS: The Employment Workshop 10am-11am						CASAS Tutoring 11:30 am-12:30 pm	
Unemployment Insurance Benefits Workshop 8:30 am-12 noon	Identifying Skills Workshop 11am-12 noon	CASAS Tutoring 11:30 am-12:30 pm					
				General Orientation 1 pm-2 pm			
	Computer 101 Workshop 2 pm-3 pm	Mock Interviewing Workshop 2 pm-3:30 pm 2 <sup>nd</sup> and 4 <sup>th</sup> of every month	GED Prep Testing 2:30 pm-4 pm	DCNETWORKS: The Employment Workshop 2:30 pm-3:30 pm			



**Unemployment Insurance operates 8:30am-4pm Mon thru Friday. Resource Center operates 8:30am-4pm Mon thru Friday.**

Accommodations: The Department of Employment Services (DOES) makes every effort to provide reasonable accommodations for our customers. Five-business days advance notice is required to ensure availability of accommodations. Requests for accommodations must be made in person at the time of the workshop registration.